



AUDITOR ACCOUNTANT TRAINEE NEW JERSEY DEPARTMENT OF THE TREASURY OFFICE OF MANAGEMENT AND BUDGET

The New Jersey Department of the Treasury, Office of Management and Budget is currently seeking to fill multiple Auditor Accountant Trainee positions in the Centralized Payroll Unit and in the Financial Reporting & Revenue Tracking – Cash Accounting Unit.

The incumbents in the Payroll Unit will learn to assist in the auditing of regular and supplemental payrolls in accordance with established payroll rules and procedures. Throughout the trainee period, the incumbent will learn to prepare bi-weekly, monthly, quarterly and annual statements and reports for federal and state taxes, deferred compensation and multiple pension systems; will implement all pension changes and perform quarterly pension reconciliation; will audit regular and supplemental payrolls, apply W-4 changes, implement direct deposit requests; and calculate and apply Military Differential. Performs other related duties as required.

The incumbent in the Cash Accounting Unit will learn to assist in the Request for Proposal bidding process for banking services in order to obtain effective services for State Agencies at a reasonable cost which includes defining State requirements, developing effective contract award recommendations and assisting in performing cash operations tasks. Performs other related duties as required.

SALARY:

The starting salary is \$44,628.85, with an increase to \$46,646.55 after six months of employment and satisfactory performance. A comprehensive benefits package is offered.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses. **(ALL SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE AND/OR SPECIFIED CREDITS).**

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, transcripts (official or unofficial), and application for employment **via email only** by **August 31, 2021**, to the address noted below. **All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "AAT-OMB" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>

The State of New Jersey is an Equal Opportunity Employer